



JOB DESCRIPTION

Functional Title	:	Shelter Specialist
Responsibility Level	:	Specialist
Department	:	Program Development and Delivery- Emergency Response
Workstation	:	Nuwakot & Rasuwa
No. of positions	:	2 (Nuwakot-1, Rasuwa-1)
Supervisor/Principal	:	District Response Manager

BACKGROUND

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

JOB SUMMARY

The Shelter Specialist will lead the technical planning, assessment, design, implementation, monitoring, quality assurance of shelter, housing recovery, and reconstruction interventions under the Bhotekoshi Flood Response Program. The position will provide strategic and technical support to local governments, project partners, communities, engineers and contractors/ suppliers to ensure that shelter and housing assistance is safe, resilient, affordable, climate-friendly, community-driven, and compliant with government standard and guidelines.

The Specialist will promote Build Back Safer (BBS) principles, vernacular housing systems, climate-resilient construction practices, and locally appropriate housing solutions to support long-term recovery and resilience of disaster-affected communities. The employee shall fully comply with CARE policies and procedures and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1. Shelter and Housing Assessment, Planning and Design

- Support local governments in conducting rapid technical assessments of damaged houses, settlements, and proposed construction sites.
- Support settlement planning assessments and identify safe reconstruction, relocation, and land-use options in close coordination with relevant stakeholders.
- Prepare technical designs, engineering drawings, specifications, Bills of Quantities (BoQs), and detailed cost estimates for temporary shelters, transitional shelters, and permanent housing.
- Design context-specific model houses that are suitable for local geographic, climatic, social, cultural, and economic conditions, ensuring compliance with the Nepal National Building Code, government reconstruction guidelines, humanitarian shelter standards, and Build Back Safer (BBS) principles.
- Promote Build Back Safer (BBS) principles, universal accessibility, and disaster-resilient construction practices in all shelter and housing designs.

R2. Housing Recovery and Reconstruction

- Lead the implementation of housing recovery, repair, retrofitting, reconstruction, and resettlement interventions for disaster-affected households.
- Promote resilient, affordable, and climate-smart housing models that can be adopted and replicated by communities and local governments.
- Facilitate community-driven housing reconstruction approaches that strengthen local ownership, participation, and accountability.
- Provide technical oversight and quality assurance throughout the housing reconstruction process from planning to completion.
- Promote vernacular housing approaches incorporate local knowledge, traditional building techniques, and locally available materials while ensuring structural safety and resilience.
- Document and promote innovative housing models, best practices, and lessons learned for wider adoption and future programming.
- Conduct regular field visits, site inspections, and technical monitoring of shelter and housing construction activities.

R3. Capacity Building and Technical Support

- Organize and facilitate Build Back Safer (BBS) training for municipal engineers, technical personnel, and project partners
- Conduct training programs for masons, contractors, artisans, and community construction groups on safe, resilient, and climate-friendly construction techniques.
- Develop technical manuals, training materials, demonstration models, and practical learning sessions.
- Provide mentoring, coaching, and continuous technical support to project partners and partner engineers to strengthen local technical capacity.

R4. Construction Supervision and Quality Assurance

- Conduct regular field visits, site inspections, and technical monitoring of shelter and housing construction activities.
- Ensure compliance with approved designs, technical specifications, construction standards, quality requirements, and occupational safety measures.
- Identify technical issues, construction challenges, and implementation bottlenecks and provide corrective recommendations.
- Develop technical specifications, procurement packages, and material requirements for shelter and housing interventions.
- Monitor contractor and supplier performance to ensure compliance with technical specifications, quality standards, and delivery schedules.
- Promote cost-effective, **market-based, and environmentally responsible shelter and housing solutions where appropriate.**

R5. Coordination, Representation and Government Liaison

- Coordinate closely with DDMCs, Municipalities, Ward Offices, Provincial Authorities, and relevant government agencies.
- Maintain regular coordination with the Department of Urban Development and Building Construction (DUDBC) and its provincial and district-level field offices to ensure technical compliance and alignment with government policies and standards.
- Provide technical support to local governments on shelter recovery, housing reconstruction, and resilient settlement planning initiatives.
- Represent the organization in Shelter Cluster meetings, Housing Technical Working Groups, and other coordination forums at district, provincial, and national levels.
- Facilitate coordination among humanitarian agencies, local governments, contractors, suppliers, community groups, and other stakeholders to ensure effective and harmonized implementation.
- Share technical updates, progress reports, lessons learned, and emerging challenges with relevant stakeholders.

R6. Community Engagement, GEDSI and Accountability

- Ensure meaningful participation of women, persons with disabilities, older people, indigenous groups, Dalits, and other vulnerable populations in shelter and housing activities.
- Promote community consultations and participatory planning processes to ensure housing solutions reflect local priorities, cultural practices, and community needs.
- Integrate Gender Equality, Disability and Social Inclusion (GEDSI) principles throughout project implementation.
- Ensure all shelter and housing interventions comply with safeguarding, protection, and humanitarian principles.

R7. Monitoring, Documentation and Reporting

- Prepare technical assessment reports, monitoring reports, construction progress reports, site inspection reports, and completion reports.
- Contribute technical inputs to donor reports, situation reports (SitReps), project updates, and other reporting requirements.
- Document lessons learned, success stories, innovative practices, and case studies related to shelter, housing recovery, and reconstruction.
- Support knowledge management, evidence generation, and learning initiatives to strengthen future shelter and reconstruction programming

R9. Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles.



PERSON SPECIFICATION REQUIREMENTS: EDUCATION

- Bachelor's degree in civil engineering, Environmental Engineering, Water Resources Engineering, or a related field / master's degree in engineering is an advantage or Master's Degree in Disaster Risk Reduction, Housing, Urban Planning, or related discipline.

EXPERIENCE

- Minimum of 5 years of professional experience in shelter, housing reconstruction, infrastructure development, or disaster recovery programming.
- Demonstrated experience in emergency shelter, transitional shelter, and housing reconstruction programs.
- Proven experience in conducting technical assessments, preparing designs, BoQs, and cost estimates.
- Experience in training engineers, masons, contractors, and community groups.
- Experience working with local governments, humanitarian organizations, and community-based reconstruction programs.
- Experience coordinating with government technical agencies and humanitarian coordination mechanisms.

TECHNICAL SKILLS

- Strong knowledge of Build Back Safer (BBS) principles and resilient construction techniques.
- Familiarity with Nepal National Building Code and government housing reconstruction policies and guidelines.
- Proficiency in AutoCAD, MS Office, GIS, and engineering design software.
- Understanding of vernacular housing systems, climate-resilient construction, and affordable housing approaches.
- Knowledge of humanitarian shelter standards and cluster coordination systems.

CORE COMPETENCIES

- Strong leadership and coordination skills.
- Excellent analytical and problem-solving abilities.
- Effective facilitation and training skills.
- Strong communication and report-writing skills.
- Ability to work independently in challenging field environments.
- Commitment to humanitarian principles, accountability, and safeguarding.

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____